CITY OF NORTH PORT PROCUREMENT REQUEST FORM
EMERGENCY/EXIGENCY PROCUREMENT
(IN ACCORDANCE WITH FEDERAL GUIDELINES)

DEPARTMENT/DIVISION Human Resources

NAME OF REQUESTOR Lauri Cucchi-Hill

NAME OF PREPARER Lauri Cucchi-Hill

DATE COMPLETED 11/17/2022

The City shall not be bound by any transactions made contrary to procurement procedures.

For the Procurement Official to process a requisition or visa purchase request related to an **emergency or exigent purchase**, this form must be completed and submitted by the requesting party to Purchasing with the request. **THE CITY MANAGER MUST BE NOTIFIED IMMEDIATELY (VIA EMAIL/PHONE), FOLLOWED BY THE PURCHASING DIVISION.**

*When referring to procurement activity, **FEMA** defines both **exigency and emergency** as situations that demand immediate aid and action. The difference between the two is as follows:*

*In the case of an **exigency**, there is a need to avoid, prevent or alleviate serious harm or injury, financial or otherwise, to the applicant, and use of competitive procurement proposals would prevent the urgent action required to address the situation. Thus, a noncompetitive procurement may be appropriate.*

*In the case of an **emergency**, a threat to life, public health or safety, or improved property requires immediate action to alleviate the threat.*

Emergency or Exigency (in accordance with FEMA guidelines, must specify, see definitions above):

EXIGENCY ▾

Name of Event (if applicable): Hurricane Ian

Project Number for Event (if applicable): Ian22

A. **Description of Item(s) Purchased and Detailed Circumstances of the Emergency or Exigency Purchase/Service:** Must answer who, what, when, where, why and how in the box below or separate memo. (Attach quote back-up).

Due to the damages caused by Hurricane Ian on September 28, 2022 the building at 1850 West Price Blvd needs to be secured with no access points.

Ratcliffe Recovery Services submitted a quote & Target Solutions declined.

Persons Services provided the best quote and NTE, best option for the City.

CITY OF NORTH PORT PROCUREMENT REQUEST FORM
EMERGENCY/EXIGENCY PROCUREMENT
(IN ACCORDANCE WITH FEDERAL GUIDELINES)

B. Total Cost of Purchase: $ 14,240.00 NTE

Account #: 001-0760-519.46-04

Project #: Ian22

C. Vendor Information

Vendor Name: Persons Services Corp

Contact: Chad Freeman

Address: 4474 Halls Mill Rd

City: Mobile

State: AL

Zip: 36693

Phone: 228-990-2488

Email or Website Address: compliance@personsservices.com

I acknowledge that the procurement described herein was made in a manner consistent with the emergency procurement requirements of the City of North Port Procurement Code and Procurement Manual. I have been made aware of the Procurement Code (available on the P-Drive and Intranet) and the policies and procedures related to the City's procurement system.

Lauri Cucchi-Hill
Digitally signed by Lauri Cucchi-Hill
Date: 2022.11.17 08:38:55 -05'00'

Requestor   *Date*

Christine McDade
Digitally signed by Christine McDade
DN: C=US, OU=Human Resources, O=City of North Port, CN=Christine McDade, E=cmcdade@cityofnorthport.com
Reason: I am the author of this document
Location:
Date: 2022.11.17 11:21:53-05'00'
Foxit PDF Reader Version: 12.0.1

Department Director   *Date*

Heidi B. Hallas
Digitally signed by Heidi B. Hallas
Date: 2022.11.17 12:14:20 -05'00'

Budget Administrator   *Date*

Alla V. Skipper
Digitally signed by Alla V. Skipper
Date: 2022.11.17 12:45:09 -05'00'

Purchasing   *Date*

Kimberly Williams
Digitally signed by Kimberly Williams
Date: 2022.11.17 16:18:56 -05'00'

Finance Director   *Date*

Juliana B. Bellia
Digitally signed by Juliana B. Bellia
Date: 2022.11.18 11:51:17 -05'00'

Assistant City Manager   *Date*

Jerome Fletcher
Digitally signed by Jerome Fletcher
DN: DC=northport, DC=city, OU=Departments, OU=CityManager, CN=Jerome Fletcher, E=jfletcher@cityofnorthport.com
Reason: I am the author of this document
Location: your signing location here
Date: 2022.11.21 10:29:58-05'00'
Foxit PDF Reader Version: 11.1.0

City Manager   *Date*

PRINT   **Clear All Fields**

(FORM MUST BE COMPLETED IN ITS ENTIRETY FOR ACCEPTANCE)